



7b. Hoist transfer - to and from chair or bed - 1 worker

How to use this form:

This procedure must be reviewed for appropriateness in the immediate workplace by the supervisor/manager in consultation with the staff doing the task.

Staff contributing to the review of the procedure for the immediate workplace:

Date:



| Identified risks for this task | Risk controls |
|--|--|
| <ol style="list-style-type: none"> 1. Bending, twisting and over reaching. 2. Incorrect selection of hoist sling. 3. Unfamiliar with operating procedures for the hoist. 4. Moving the client long distances in the hoist. 5. Poor maintenance of equipment. 6. Worker not trained in manual handling principles and techniques which support the safe application of this procedure. 7. Worker not trained/instructed in this safe work procedure. | <ol style="list-style-type: none"> 1. Apply the principles and techniques of manual handling as per this safe work procedure. 2. Select prescribed sling as per Client Manual Handling Plan. 3. Refer to manufacturer's instructions for operating the hoist. 4. Minimise the distance moved by organising work practices as per this procedure. 5. Regular maintenance of all equipment, i.e. hoist and sling. Worker should immediately complete an OHS Hazard Report Form and/or maintenance request if the equipment is unsafe to use. 6. Worker should receive training/instruction in the principles of manual handling to safely perform this task. 7. Worker must receive appropriate on site training/instruction in this procedure prior to performing this task. |
| <p>Ongoing review requirements</p> <ul style="list-style-type: none"> • Review the relevance and currency of this procedure to the client as part of the client review process. • If an injury/incident occurs relating to this particular task. • If changes are made to the workplace that may affect implementation of this procedure. | <p>Reviewed by:</p> <p>Reason for review:</p> <p>Review date:</p> <p>Manager's Signature:</p> <p>Date:</p> |

Please turn over for Task Steps continued...



7b. Hoist transfer - to and from chair or bed - 1 worker

TASK STEPS

This procedure applies to the following transfers: wheelchair to /from commode chair, wheelchair to/from lounge chair, wheelchair to/from bed. This procedure may vary depending on the style of hoist and sling being used.

Preparation

1. Worker to ensure that:
 - the wheels of the hoist are well-maintained and moving freely;
 - the battery has been charged;
 - the brakes on the hoist are working;
 - the sling is in good working order, and appropriate for the client and hoist;
 - they are familiar with the operating procedures of the hoist.
2. Check location and position of the chair/bed to be transferred into. Ensure access to the front and side of the chair and preferably both sides of the bed.
3. Secure brakes on the chair or bed being transferred out of.
4. Inform client of what you are going to do.
5. Remove tray tables and lateral supports from wheelchairs or lower bed rails to allow access for positioning the sling.

Throughout this procedure apply the following techniques of manual handling:

1. Maintain the three natural curves of the spine.
2. Soften (the knees), Sink (the hips), Stabilise (pelvic floor and lower abdominals).
3. Action in the lower body.
4. Keep the task close.

Please turn over for Task Steps continued...

Doing the task

Positioning the Sling Behind the Client on the Chair

Option 1 – Leaning the Client Forward

1. Worker positions the sling on the top of the chair, behind the client, ready to slide into position when the client is lent forward. If not possible, locate the sling within easy reach.
2. Worker stands close to and facing the side of the chair. The worker's back hip is in line with the client's shoulder.
3. Worker assumes a wide stance, maintains the three natural curves of the spine as the softens their knees and sinks at the hips.
4. Worker positions their back hand onto the back of the client's shoulder blade that is closest to them.
5. Worker positions their front hand across the client's chest onto the front of the client's shoulder that is furthest from them.
6. The Worker is in a side lunge position and transfers their weight onto their back leg.
7. The Worker uses the cues "READY, BRACE, MOVE" as they transfer their weight onto their front foot, they lean the client forward. If able, ask the client to assist.
8. The Worker supports the client leaning forward with the arm that is across the client's chest.
9. Worker places the centre of the sling in line with the client's spine, ensuring the bottom edge of the sling is 5cm below the sacrum.
10. Lean the client back onto the sling by reversing the side lunge from the front to the back leg.
11. Check the sling is evenly positioned on both sides of the client. Lean the client forward to reposition the sling if required.
12. Standing parallel to the side of the chair, slide the leg straps down beside the client's thighs on either side.



Please turn over for Task Steps continued...

Option 2 – Using a Slide sheet.

This procedure can be used when it is difficult to lean the client forward.

1. Fold a small slide sheet over the base section of the sling.
2. Stand behind the client and push the slide sheet and sling behind the client's shoulders or back so it is held in position.
3. The Worker grasps the hoist sling at the inside edge of the leg straps and moves their hands out to the side of the client's body.
4. Slide the sling down behind the client by pushing one side down and then the other – alternating sides.
5. Stand parallel to the side of the chair and slide the leg straps down beside the client's thighs on either side.
6. Position leg straps as follows.

Positioning the Leg Straps

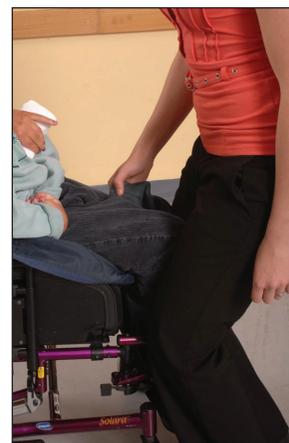
1. Stand in front of the client.
2. Push the leg strap under the client's thigh in accordance with the following options.

Option 1:

A half kneel can be adopted and the client's foot rested on your knee to raise the leg and allow the leg strap to slip under the thigh. Ensure leg straps are of even length once positioned.

Option 2:

Position the clients knee/thigh between the Worker's thighs to hold the leg whilst positioning the leg strap under the thigh.



Please turn over for Task Steps continued...

Pushing the leg strap under the client's thighs

Option 1:

Position one hand on the inside of the leg strap which is on the outside of the client's thigh. Hold the other end of the leg strap on the inside of the client's thigh. Push the strap on the outside down under the thigh as you pull the strap on the inside up and out.

Option 2:

Standing at the side of the client, pull the leg strap along the side of the client's thigh. This will ensure the sling is positioned under their buttocks. Fold the lower part of the leg strap back forming a 'pocket' next to the lower thigh. To position the leg strap place your hand in the 'pocket' and push the leg strap under the thigh close to their knee. Remove your hand, position yourself at the front of the client and adjust leg strap by pulling the leg strap at the inner thigh. Move to the other side and repeat with the other leg strap.

3. Check the leg straps are even.
4. Cross the leg straps over between the client's legs if using a two point spreader bar.



Positioning the sling on the bed

1. Adjust the bed height to be level with the Worker's groin height.
2. Worker stands on one side of the bed between the client's hip and shoulder.
3. Worker folds the sling in half lengthwise with the handles outside the fold.
4. Roll the client away from the Worker (see 8a Rolling a client on a bed - 1 Worker)
5. Place the centre of the sling in line with the client's spine, approx 5 cm away from the body.
6. Position the bottom edge of the sling 5cm below the sacrum, level with the bottom edge of the buttocks.
7. Roll the client onto their back (see 8a Rolling a client on a bed - 1 Worker).



Please turn over for Task Steps continued...

8. Move to the other side of the bed (if access is suitable) and roll the client away from the worker. If there is no appropriate access, use the original side of the bed to roll the client towards the Worker (see 8a Rolling a client on a bed - 1 worker).
9. Worker pulls the top half of the sling through so the sling is open on the bed.
10. Roll the client onto their back. The sling is open on the bed underneath the client with the handles closest to the mattress.
11. Check that the sling is evenly positioned on both sides of the client. Adjust the sling by rolling the client and repositioning as necessary.
12. Wrap the leg straps around the outside of the clients' thighs and cross them between their legs if using a two point spreader bar.
13. To make wrapping the leg straps easier, the client's foot can be slid towards their buttock. This creates a gap under the client's thigh for the Worker to position the sling under.



Connecting the Sling to the Hoist on a Chair

1. Position the hoist over the chair with the hoist legs open.
2. Lower the spreader bar so that the sling can be attached easily.
3. Attach the sling to the hoist, shorter loops at the head and longer loops on the leg straps.
4. Avoid reaching and twisting. In order to maintain an upright spine, move to the body part on which you are working.



Please turn over for Task Steps continued...

Connecting the Sling to the Hoist on the Bed

1. Position the hoist so that the centre of the spreader bar is approximately halfway between the client's belly button and the bottom of their sternum.
2. The spreader bar should be going across the width of the client's body.
3. Lower the spreader bar so that the sling can be attached easily.
4. Attach the sling to the hoist, shorter loops at the head and longer loops on the leg straps.
5. Avoid reaching and twisting. In order to maintain an upright spine, move along and around the bed to the body part on which you are working.



Operating the Hoist

1. Raise the hoist until the buttocks clear the bed or chair. Avoid raising the hoist to its highest point as this reduces the room between the client's legs and the hoist upright. Lower the bed if further clearance is needed.
2. The client is suspended in the sling facing the hoist upright.
3. Ensure that the client's head, shoulders, hips, buttocks and thighs are appropriately supported by the sling. The level of support will differ depending on the style of sling used; however ensure the sling is appropriately positioned before moving the client away from the chair or bed.



Moving the Hoist

1. When moving the hoist, ensure that the centre of your body is in line with the centre of the hoist (avoid twisting) and take small steps.
2. Keep close to the hoist with your elbows close to the body and your shoulders relaxed.
3. If the hoist is difficult to move, push it from the side with your foot or move to the front of the hoist to re-position it.
4. Move the hoist the shortest possible distance, using lower body action.



Please turn over for Task Steps continued...

Positioning Client on the Chair

Refer to (10a Positioning in a Chair Using a Hoist – 1 or 2 Workers).

Positioning Client on the Bed

1. Push the hoist under the bed so the client will land in the correct position.
2. Turn the client so they are in a long sitting position over the bed.
3. Ensure bed brakes are on.
4. Lower the client, avoid twisting and over reaching.
5. Lower the hoist until the sling loops are slack. Keep the sling attached to the hoist
6. Check the position of the client. Reposition the client using the hoist and sling if necessary.
7. Disconnect the sling from the hoist and store the hoist in a safe location.



Removing the Sling

1. The sling maybe left in place if completing drying/dressing tasks prior to transferring the client into the wheelchair (except if it is wet).
2. To remove the sling, slide the leg straps out from under the client's legs.
3. Roll the client away from the worker (see 1a Rolling a client on a bed – 1 Worker).
4. Once the client is lying on their side fold the sling into the centre of the bed, close to the client's spine.
5. Guide the client back onto their back (see 1a Rolling a client on a bed - 1 Worker).
6. Move to the other side of the bed (if access is suitable) and roll the client away from the worker. If there is no appropriate access use the original side of the bed and roll the client towards the Worker (as per 1a Rolling a client on a bed - 1 Worker).
7. Remove the sling.
8. Guide the client back onto their back as per rolling procedure.



Please turn over for Task Steps continued...

Concluding tasks

1. Ensure the client is comfortable and position any lap belts, chest straps, bed rails etc.
2. Store hoist and sling appropriately.

Use of pivot frame hoists

A pivot frame yoke maybe used instead of a two point spreader bar. Follow the procedures as above except for the following.

Positioning of the Pivot Frame

- The centre of the pivot frame is positioned in line with the client's midline when in lying position. Ensure the sling is clipped onto the pivot frame attachments securely.

Disconnecting the Sling from the Hoist

- Pull the strap on the sling clip to disconnect the sling from the hoist.

Connecting the Leg Straps of a Pivot Frame Sling to the Hoist

- Do not cross the leg straps of a pivot frame sling between the client's thighs prior to connecting to the hoist.

